



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 17, 2015

Gina Malicoat-Wiltsey
2800 Beverly Dr.
Urbandale, IA 50322

Dear Child Care Provider,

This letter is in regards to the March 3, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

NOTE: At the time of my spot check you made an inquiry regarding yourself and another provider being able to have a daycare/pre-school operating in the same residence, but on different levels. Only one registered provider can operate out of a residence at any given time, no exceptions. Please be advised, any attempt at working around this criteria is illegal and could result in a revocation.

You would be able to apply for a Category C where you and the other provider could operate as provider and co-provider. This would allow you to have additional children, up to 12 pre-school/infant ages and four additional school age children for a total of 16 children. You can market and operate in scheduled activities in any way that you like (i.e. running a pre-school agenda/curriculum) You would not be able to have one provider upstairs providing childcare and another registered provider on the lower level of the home providing separate childcare/pre-school. Please contact me if you have additional questions.

☐ 110.5(1)q Children shall not perform any feeding or care of pets or cleanup of pet waste.

At the time of the spot check you indicated that you do have children feed the dogs out of a cup as a tool to help teach them responsibility. You reported you were not aware that children cannot assist in feeding and have agreed that this will no longer occur.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

You reported that your physical is scheduled for later this month and that your husband needs to schedule his appointment. Please be advised of the new forms found on pages 24 and 25 of the packet provided at the time of the spot check. These new forms must now be used and are good

for three years. They do require a TB test be completed. If you have had a recent TB test then your doctor and date and sign off on this.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Needed for child D. You can use page 3 of the packet, have the child's guardian sign the document.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Please request from the parent. You can use the form on page 4 of the packet. Please update children B & G.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: May 4, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Melissa Crawford
Social Worker II

C. Mark Chappelle

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).